

BART Agreement Number: 6M8176

Approval Date: 03/23/2021

Work Plan: No. A.05-01 – Core Capacity Program Projects Office Engineer

Scope:

2.0 SCOPE OF SERVICES

The Office Engineer shall follow the District policies and description of activities as defined in the BART RE Manual.

Specific duties and responsibilities for the Office Engineer shall include the following:

- a. **Contract Documents.** Assist with Contract Preparation and will maintain an updated set of Contract Documents and Contract Drawings. The Contract Drawings will begin with the Design through Issued for Bid set, Addenda, the Conformed Drawings (Issued for Construction), and revisions throughout the life of the Contract.
- b. **RFI's and Submittals.** Maintain and update the RFI and Submittal logs in Jacobs DMS, WongCMS or new Project Management Software. Assist the District Engineer in responding to RFIs and Submittals as requested by the District Engineer. Follow-up on RFIs and Submittals due to assure timely responses to the Contractor from those personnel reviewing the Contract submittal documents. Follow-up will occur once a reviewer is assigned, and prior to the deadline for the District's response to the RFI or Submittal.
- c. **Construction Progress Meetings.** Assist the District Engineer in preparing for weekly meetings and take the minutes of the meetings. Minutes will be prepared no later than the day following the meeting.
- d. **Payment.** Maintain the schedule regarding the payment. Coordinate with the field inspectors in reviewing the monthly pay requests submitted by the Contractor. Quantities installed, percent completed, and the completion Status of Construction Activities will be reviewed with the Inspectors.
- e. **Change Notices/Change Orders.** Assist the District Engineer and coordinate with the scheduler and the estimator for preparation of the Change Order related documents

needed to develop field and administrative Change Notices and Change Orders. Process Change Documents and facilitate the change process amongst the relevant parties.

- f. **Contract Filing System.** Review documents on a weekly basis so that documents are appropriately indexed and filed in accordance with the Contract filing system.
- g. **Insurance.** Maintain a log of the Contractor's insurance certificates in coordination with BART's Insurance Department Requirements.
- h. Prepares engineering designs, specifications, costs, and quantity estimates for engineering construction projects; prepares and/or reviews the adequacy and accuracy of computations.
- i. Assists in the establishment of schedules and methods for providing engineering project oversight services; responsible for confirming quantities of materials and adherence to specifications; and may recommend resources to be allocated.
- j. Monitors work activities for compliance with established BART policies and procedures; evaluates proposed changes to approved plans and specifications.
- k. Prepares reports and correspondence on project matters including Inspector's Daily Reports, monthly and final completion reports, contract modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
- l. Provides assistance to Group Manager and Project Managers in the interpretation of plans and resolution of problems during construction.
- m. Maintains awareness of progress on assigned engineering design or construction projects for compliance with designated time and cost schedules.
- n. Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel in One Team approach.

Prime: PGH Wong Engineering, Inc.

Subconsultant: None.

Total Work Plan Value: \$ 423,845